



UNITED STATES MARINE CORPS
COMMANDER, MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400
OFFICIAL COPY

ForO 1300.7

G-1P

21 MAY 1996

FORCE ORDER 1300.7

From: Commander
To: Distribution List

Subj: SELECTED MARINE CORPS RESERVE (SMCR) OFFICER ASSIGNMENTS

Ref: (a) MCO P1001R.1H

Encl: (1) Model Precepts for Screening Boards
(2) Application Procedures for SMCR Billets

1. Purpose. To publish guidance and policy regarding selection of commanders and assignment of SMCR officers to Marine Forces Reserve (MARFORRES) units.
2. Cancellation. ForO 1300.3.
3. Information. The reference provides instructions concerning the assignment of reserve officers and tour lengths. This Order will amplify those instructions and provide policy and guidance for MARFORRES units.
4. Action. The following policies and procedures apply to MARFORRES Command billets. The Commanding Generals, 4th Marine Division, 4th Marine Aircraft Wing, and 4th Force Service Support Group may publish additional policy and procedural guidance for their respective commands.

a. Assignment

(1) Commanding Officer/Officers In Charge (CO/OICs) should meet the grade and Military Occupational Specialty (MOS) qualifications for their position. Accordingly, priority in solicitation and recommendations for CO/OICs will be to those officers who are grade and MOS qualified for the billet. If a non-MOS qualified officer is the primary applicant, an explanation will be provided in the letter of transmittal to the approving authority as to why an MOS qualified officer should not be appointed.

(2) Officers who have previously been the commanding officer of a unit of the same level should not be recommended if another qualified officer is available. If such officers are recommended, complete justification must be provided.

21 MAY 1996

b. Selection Process

(1) Selection will be made by the Commander, Marine Forces Reserve (as per the reference) upon recommendation from a board convened two levels senior in the chain of command from the command for which it is convened. If the command is directly subordinate to a Major Subordinate Commander, that Major Subordinate Commander will convene the board and make a recommendation to the Commander, Marine Forces Reserve. For commands which report directly to MARFORRES, this command will convene the Board. A precept will be issued for each board, per enclosure (1).

(2) The boards will consist of at least three members, designated in writing, including the I-I of the unit, and staff members of the command at which the board will be convened. The incumbent will not be assigned to the selection board.

(3) Applicants will provide an application for the SMCR position as outlined in enclosure (2). Applicants may submit endorsements and letters of recommendation with applications. Endorsements and recommendations from the current billet holder will not be considered by the board.

c. Application

(1) Notification of billet vacancy will be advertised per the reference. Additionally, details of the position may be sent via Naval Message to the Commander, MARFORRES (G-1P) where it will be readdressed as an ALL MARFORRES message.

(2) I-I's/Site Commanders will compile all applications and forward them via the chain of command to the command at which the Board is to be convened not less than 90 days prior to the tour expiration of the current CO/OIC. For Force level assets, the package will be sent to this Headquarters (G-1P). The forwarding endorsement from the I-I/Site Commander will contain the following:

(a) Reason for new CO/OIC, if not end of tour.

(b) Certification that subject billet vacancy was advertised per this Order.

(c) Recommended date for Change of Command.

(3) MSC Commanders will indicate degree of recommendation with each Endorsement (i.e., Recommended with Enthusiasm, Recommended with Confidence, Recommended with Reservation, or Not Recommended).

21 MAY 1996

(4) I-I's/Site Commanders may recommend interim CO/OIC on occasions where notification of the billet vacancy does not permit sufficient lead time for the solicitation of applications. Requests should be submitted to the command at which the board would be held and include the following information:

- (a) Reason for the request of an interim appointment.
- (b) Requested effective date of the appointment.
- (c) Anticipated date of submission of CO/OIC nominations.
- (d) Projected date of permanent assumption of command.

d. Extension of tour. Requirements and requests for extension of tour are covered in the reference. Note that extensions which result in tour lengths beyond three years will not normally receive favorable consideration.

e. Notification. Commander, MARFORRES will announce the final decision of selected CO/OIC via message to the I-I/Site Commander involved.

5. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


J. R. COHN
Chief of Staff

DISTRIBUTION: B



ForO 1300.7
21 MAY 1996

MODEL PRECEPTS FOR SCREENING BOARDS

1301
G-1

From: Commander, Marine Forces Reserve
To: President, Commanding Officer/Officer-in-Charge Screening Board

Subj: PRECEPT FOR CONVENING A SCREENING BOARD TO RECOMMEND OFFICERS OF THE MARINE CORPS RESERVE FOR ASSIGNMENT AS COMMANDING OFFICERS

Ref: (a) ForO 1300.1

Encl: (1) Board Membership

1. Per the reference, a screening board is appointed, consisting of yourself as president, board members, and the recorder assigned as listed in the enclosure.

2. The board is ordered to convene at Headquarters, Marine Forces Reserve, on _____ or as soon thereafter as practicable.

3. The following oath or affirmation shall be administered to the recorder by the president of the board:

"You do solemnly swear (or affirm) that you will keep a true record of the proceedings of this board and further that you will not disclose the proceedings or recommendations thereof pertaining to the selection or non-selection of individual officers except as authorized or required by the Commander, Marine Forces Reserve; so help you God."

The following oath or affirmation shall then be administered by the recorder to the members of the Board:

"You, and each of you, do solemnly swear (or affirm) that you will perform your duties as a member of this board without prejudice or partiality, having in view both the special fitness of officers and the efficiency of the Marine Corps, and further, that you will not disclose the proceedings or recommendations thereof pertaining to the selection or non-selection of individual officers except as authorized or required by the Commander, Marine Forces Reserve; so help you God."

ENCLOSURE (1)

21 MAY 1996

4. The board will select those eligible Reserve officers, who applied, at the grade of _____ considered the best and most fully qualified for the command of _____ (unit). Only the quality of an officer's record should influence the deliberations of the board. The skill requirements of primary military occupational specialty (MOS) or general billet MOS classification are defined by the command billet vacancy provided by Marine Forces Reserve (G-1). The board's task is to provide a list of command screened officers for the billet vacancy that meets those skill requirements.

5. The Commander, Marine Forces Reserve shall furnish the Board with the names and records of all officers who applied and are eligible for consideration, the billet requiring assignment, and the MOS requirement associated with the billet. Officers eligible for consideration must be in the grade of _____, or selected to the grade of _____. Officers in the grade of _____ who are in the promotion zone to the next higher grade are not eligible. The names of officers eligible for consideration shall be determined as of the date the board convenes. The board shall not consider officers with an established separation date, whether the established separation date is set before or after the convening of the board. The prevailing concept shall be that _____ (grade) command only once at that grade in the billet for which this board convenes; therefore, officers who have held command of one of the designated command billets as a _____ (grade) for more than a year will not be eligible. Officers currently slated to command will not be considered eligible. The board will select, at a minimum, a primary and alternate for each vacancy presented to the board.

6. The officers selected will be those who the board, giving due consideration to the needs of the Marine Corps for officers with particular skills, consider best qualified for selection. That is, the officers selected shall be best qualified to meet the needs of the Marine Corps. In addition to the foregoing standard of the best qualified, the officers shall be fully qualified. That is, the officer's qualifications and performance of duty must clearly demonstrate that the officer would be capable of performing the duties normally associated with the office to which detailed. The standards of "best qualified" shall be applied uniformly to all officers who are eligible for selection.

7. The following instructions concerning communications and information apply to board proceedings and will be adhered to during your deliberations.

ENCLOSURE (1)

21 MAY 1996

a. Each of you (president, members, and recorders) is responsible for maintaining the integrity and independence of this selection board and for fostering careful consideration, without prejudice or partiality, of all eligible officers.

b. You must pay particularly close attention to the rules governing communications with and among other board members, the information authorized to be furnished to you, and the procedures you should follow if you believe that the integrity of this selection board has been improperly affected.

c. You are to base your recommendations on the material in each officer's military record, any information I have provided to the board, and any information about his or her own record communicated to you by individual eligible officers. In your deliberations, you may discuss your own personal knowledge and evaluation of the professional qualifications of eligible officers to the extent that the information is not precluded by service regulation from consideration by a selection board or inclusion in an officer's military personnel record. You may not discuss the opinion of any person not a member of the board concerning an officer being considered unless that opinion is contained in material provided to the board.

d. All communications with this board, other than those that are clearly administrative, must be in writing, given to each of you, and made part of the board's record.

e. After you sign the board report, only the recommendations of the board may be disclosed. Except as authorized, the proceedings of the board may not be disclosed to any person not a board member or board recorder.

f. If at any time you believe that you cannot in good conscience perform your duties as a member of the board without prejudice or partiality, you have a duty to request relief by me from this duty. I will honor any such request. If you believe that the integrity of the board's proceedings has been affected by improper influence of military or civilian authority, misconduct by the board president or a member, or any other reason, or believe someone is exerting or attempting to exert inappropriate influence over the board or its proceedings, you have a duty to request relief by me from your obligation not to disclose board proceedings and, upon receiving it, to report the basis for your belief.

g. Upon the completion of the board's deliberations, you will, at a minimum, certify in your report to me that:

ENCLOSURE (1)

21 MAY 1996

(1) To the best of your knowledge, the board complied with all instructions contained in the precept and, as appropriate, other letters of guidance or instruction provided by me;

(2) That you were not subject to or aware of any censure, reprimand, or admonishment about the recommendations of the board or the exercise of any lawful function within the authorized discretion of the board;

(3) That you were not subject to or aware of any attempt to coerce or influence improperly any action in the formation of the board's recommendations;

(4) That you were not party to or aware of any attempt at unauthorized communications;

(5) That, to the best of your knowledge, the board carefully considered the records of each officer whose name was furnished to the board and;

(6) That the officers recommended for selection are, in the opinion of the majority of the members of the board, fully qualified and best qualified to meet the needs of the Marine Corps among those officers whose names were furnished to the board.

h. When discussing your own personal knowledge concerning the professional qualifications of eligible officers, the board is reminded that if personal remarks, based on a member's personal knowledge, could be considered "adverse", the member cannot discuss this personal knowledge or evaluation unless such matter is contained in the officer's official record or other material placed before the board in compliance with service regulations. In addition, should an officer's record reveal the removal of a fitness report via the Performance Evaluation Review Board, Board for Correction of Naval Records, etc., the member may not discuss personal knowledge regarding the nature or content of the report or the circumstances which resulted in the removal of the report from the officer's record.

i. In determining who is best qualified, you should consider that a balance of skills among Marine Corps leaders is necessary to maintain our ability to meet joint duty assignment requirements, acquisition professional program demands, and internal needs for top notch leaders in the ground combat, aviation, combat service support, and air/ground communities.

ENCLOSURE (1)

21 MAY 1996

8. The Department of the Navy is dedicated to ensuring equality of treatment and opportunity for all personnel without regard to race, creed, color, gender, or national origin. Aggressive commitment to equal opportunity is critical. Invidious discrimination is not only morally wrong, but it is illegal. You must not let it play any role in your deliberations or affect your consideration of individual officers.

a. As stated previously, the board's evaluation of women and minority officers must afford them fair and equitable consideration. In evaluating the records of women and minority officers, you should be alert to the possibility that past discrimination may have placed these officers at a disadvantage in the Performance Evaluation System. In some instances, utilization policies, such as the statutory and regulatory restrictions on the assignment of women, and assignment practices may have resulted in the involuntary assignment of women and minority officers outside traditional career development patterns; i.e., to equal opportunity, human resources, family services, and similar billets. These assignments, though beneficial to the interests of the Marine Corps, have produced some women and minority officers with career patterns different from officers who have been able to serve in their primary specialties. These assignments must be viewed as equally beneficial to the Marine Corps, and performance in such assignments should be given the same weight as that given to duty equally well performed by officers serving in their primary specialties.

b. Despite considerable progress in ensuring fair treatment of minority officer's these officers historically have not been selected at rates equivalent to those of other officers. This have been more evident in the case of African-Americans than other minority groups. Previous studies on equal opportunity in the military have noted that, prior to entering the service, some minority officers have had limited interaction with a predominantly majority environment. Consequently, they may take a longer time to adjust and perform to the level of their contemporaries. This may result in initially lower fitness reports at the junior level (through captain (O-3)) and a higher percentage of "late bloomers" than other officers. You must not overlook these "late bloomers" when evaluating potential and in determining which eligible officers are best and fully qualified for selection.

c. Within the charter of "best and most fully qualified," the Marine Corps goal is to attain a minority selection rate at a minimum equal to the overall selection opportunity. This goal is important because, to the extent each board achieves it, the Marine Corps benefits by ensuring the talents of minority officers are not overlooked due to the officer's past assignments, pre-commissioning social background, or possibly biased fitness reports. By ensuring

ENCLOSURE (1)

21 MAY 1996

opportunity for advancement of deserving minorities to command billets, the Marine Corps gains not only from their leadership skills, but also from the positive effect such officers have as an incentive and role model for the junior Marines in their command.

9. The proceedings and recommendations of the board shall not be disclosed to any person but a member or recorder of the board except as authorized or required by the Commander, Marine Forces Reserve. Upon completion of its proceeding, the board shall forward its report to the Commander, Marine Forces Reserve. Only by direction of the Commander, Marine Forces Reserve may the names of the officers selected be officially published.

10. The board is prohibited from considering the marital status of an eligible officer or the employment, education, or volunteer service of a spouse.

11. The board may request designation of a medical expert when interpretation of documents pertaining to the physical fitness of any officer under consideration by the board is desired.

12. The report shall indicate the primary and alternate recommended by the board to the Commander for the particular billet for which this board has been convened. Further, the board report shall list alphabetically the names of all the officers the board recommends for future assignment to a command billet. The report shall be in writing and shall be signed by each member of the board, as well as the recorder. The report shall certify that the board has complied with all instructions contained in the precept. The report of the board shall certify that the board has carefully considered the record of each officer whose name was furnished and that, in the opinion of a majority of the members of the board, the officers recommended for command by the board are fully qualified and those indicated as primary and alternate recommended are best qualified for selection to meet the needs of the Marine Corps from among those officers whose names were furnished to the board.

ENCLOSURE (1)

21 MAY 1996

APPLICATION PROCEDURES FOR SMCR BILLETS

1. Delegation of Authority

a. The Commanding Generals, 4th MAW, 4th MarDiv, and 4th FSSG are authorized to approve SMCR officer joins and assignments other than command billets, within the constraints of the reference and this Order for all subordinate units. This authorization may be further delegated, as deemed necessary. Those Force level assets indicated below are authorized to approve or disapprove officer join requests except for applications to command billets. All other Force level assets will submit applications to the Commander, COMMARFORRES, to the attention of the Force operational sponsor.

6th Communications Battalion
3d Force Reconnaissance Company
4th Force Reconnaissance Company
3d Civil Affairs Group
4th Civil Affairs Group
3d Air Naval Gunfire Liaison Company
4th Air Naval Gunfire Liaison Company
All Headquarters Battalion Detachments

2. Notice of Vacancy. The current Commanding Officer/Officer -in-Charge (CO/OIC) and I-I/ Site Commander will jointly ensure that upcoming billet vacancies are advertised per the reference. Coordination with the Commanding General, Marine Corps Reserve Support Command to provide fullest possible use of Prior Service Recruiters is encouraged. For CO/OIC vacancies, a naval message defining the vacancy will be sent to the Commander MARFORRES (G-1P) for readdressal as ALL MARFORRES to ensure widest dissemination.

3. Officer Strength, Grade Limitations, and Tour Length. The Commander, MARFORRES may approve requests from field commanders to exceed authorized officer strength. Strict adherence to officer tour length, detailed in the reference, will be followed.

4. SMCR Application Procedures. Officers desiring affiliation with an SMCR unit must submit a request via the gaining unit commander through the chain of command to the appropriate level commander with approval authority. Use of the NAVMC 10274, Administrative Action Form is recommended for this purpose. All applications will be accompanied by a copy of the Officer's Master Brief Sheet, a Reserve Qualification Summary, and an Official Photograph.

ENCLOSURE (2)

